



ADOA
Arizona Department of Administration



human resources information solution

"A World of Information for Arizona Employees"

HR Writer Employee Detail Topics

TABLE OF CONTENTS

INTRODUCTION	1
AC – ADDITIONAL CONTACTS.....	2
AD – ACH DEPOSIT	2
AR – ALTERNATE PAY RATES – NOT USED BY SOA	2
AU – AUTOMOBILE – NOT USED BY SOA	3
BN – BENEFITS	3
CE – CERTIFICATIONS	4
CN – CONTRACTS – NOT USED BY SOA	4
CP – COMPANY PROPERTY	4
DB – DEPENDENT BENEFITS	5
DM – DEDUCTION MASTER	5
DP – DEPENDENTS	7
EC – EMERGENCY CONTACT	8
ED – EDUCATION.....	8
EP – EMPLOYEE POSITIONS.....	9
IV – INTERVIEWS – NOT USED BY SOA	10
JH – PRIOR WORK HISTORY – NOT USED BY SOA.....	10
MD – MEDICAL – NOT USED BY SOA.....	11
MI – MILITARY	11
OS – HEALTH, SAFETY INCIDENT – NOT USED BY SOA	11
RC – REQUISITION COSTS – NOT USED BY SOA	13
RH – REQUISITION HISTORY – NOT USED BY SOA	14
RL – RELOCATION – NOT USED BY SOA	14
RO - REQUISITION OFFERS – NOT USED BY SOA	14
RQ – JOB REQUISITIONS – NOT USED BY SOA	15
RV – REVIEWS	15
SK – COMPETENCIES	16
TA – TIME ACCRUAL.....	16
TG – TAX GROUPS	17
TV – TRAVEL – NOT USED BY SOA.....	17
WS – WORK STATE REPORTING INFO	18

Introduction

The information in this job aid will assist Advanced HR Writer users in determining which detail topics to use when designing a report on current Employee information (e.g. benefit plans, certifications) by providing access to the data items (e.g. Plan Name, Certification Description) available in the various HR Writer Detail Topics (e.g. BN – Benefits, CE - Certifications).

HR Writer Detail Topics are used on the

- HR65.2 to determine what data items (fields) should be included in HR Writer Reports (e.g. Plan Name, Plan Type, or Cert Desc).
- HR65.4 to determine how the results of an HR Writer Report will be sorted (e.g. Plan Name, then Name – Last).
- HR65.7 to select the detail topics fields that will be used when defining population selection criteria to determine which employees will appear in report results (e.g. display all Employees that have selected Short Term Disability (STD)).

Use this job aid at the beginning of your report development to determine what detail report topics you will need to include on HR65.1 during your report design. In addition, this job aid can be used as a reference tool when designing the report to have quick/easy access to locating fields.

Remember, in an HR Writer report, you are only allowed one-detail topic per report.

AC – Additional Contacts

Purpose: These data items provide access to information stored on the Additional Contact Numbers Form (HR20.1).

AC - HRIS Data Item
Comments
Contact Type
Contact Type Desc
Country Code
Effect Date
End Date
Extension
Number

AD – ACH Deposit

Purpose: These data items provide access to direct deposit information setup on the Direct Deposit Distribution Form (XR12.1).

AD - HRIS Data Item
Account Type
ACH Dist Nbr
ACH Dist Order
Amount
Bank Account Nbr
Beginning Date
CA Institution Nbr
CA Transit Nbr
Deduction Cycles
Default ACH
Description
Ending Date
Occurrences - Orig
Occurrences - Remain
Payment Description
Percent Of Net
Prenotify Status
Receiving DFI
Roll No

AR – Alternate Pay Rates – Not Used by SOA

Purpose: These data items provide access to alternate rates for Employee's who are assigned to multiple positions. HRIS does not have this type of information because every Employee is assigned to only 1 position.

AR - HRIS Data Item
Alt Rate Currency
Department
Effective Date
Ending Date

AR - HRIS Data Item
Job Code
Pay Code
Pay Rate
Position
Process Level

AU – Automobile – Not Used by SOA

Purpose: These data items provide access to automobile assignment information done on the Automobile Information Form (PA17.1). The State of Arizona does not use this form.

AU - HRIS Data Item
Auto License Cntry
Auto License Number
Auto License State
Auto Number
Color
Driver's Lic State
Driver's License
License Class
License Expire Date
Make
Model
Parking Lot
Parking Space
Sticker
Year

BN – Benefits

Purpose: These data items provide access to benefit options selected by Employees. This includes the information that is entered on the Employee Benefit Entry Form (BN31.2).

BN - HRIS Data Item
Annual Aft-Tax Cont
Annual Comp Contrib
Annual Flex Contrib
Annual Pre-Tax Cont
Benefit Create Date
Benefit Currency
Benefit Start Date
Benefit Stop Date
Benefit Update Date
Benefit User Id
Cov Desc
Coverage Amount
Coverage Option
Display Desc
Flex Plan
Multiple
Number of Cycles

BN - HRIS Data Item
Pay Period Amount
Plan Code
Plan Description
Plan Type
YTD Contribution

CE – Certifications

Purpose: These data items provide access to certification entered on the Certifications Form (PA22.1). Depending on your agency, this form may or may not contain information.

CE - HRIS Data Item
Base Cert Cost
Base Cert Currency
Cert Currency
Cert Description
Cert State or Prov
Certification Code
Company Sponsored
Cost
Date Acquired
License Number
Renewal Cycle
Renewal Date
Source
Verified

CN – Contracts – Not Used by SOA

Purpose: These data items provide access to contracts stored on the Contracts Form (PA27.1). The State of Arizona does not use this form.

CN - HRIS Data Item
Contract Begin
Contract Descr
Contract End
Contract Type

CP – Company Property

Purpose: These data items provide access to the company property assignments setup on the Company Property Form (PA16.1). Depending on your agency, this form may or may not contain information.

CP - HRIS Data Item
Ant Return Date
Asset Number
Base Prop Cost
Base Prop Currency
Component Number
Issued Date

CP - HRIS Data Item
Prop Currency
Property Code
Property Code Desc
Property Value
Return Date

DB – Dependent Benefits

Purpose: These data items provide access to the dependent benefit selections made during the enrollment into State of Arizona benefits.

DB - HRIS Data Item
Dependent Number
Disabled
Employee Start Date
Gender
Name - First
Name - Full
Name - Last
Name - Middle Init
Plan Code
Plan Description
Plan Type
Relationship
Social Nbr
Start Date
Stop Date
Student

DM – Deduction Master

Purpose: These data items provide access to deduction information from prior payrolls. It provides all the deduction detail including the deduction code, amount, etc.

DM - HRIS Data Item
Account Category
Accrual Account
Accrual Acct Unit
Accrual Dist Co
Accrual Full Account
Accrual Sub Account
Activity
Additional Exempts
Additional Exmpt Amt
Additional Std Ded
Additional Tax Amt
Additional Tax Code
Additional Tax Rate
Addl or Min Amount
Adjust Pay
Age 65 or Over
Amount or Percent

DM - HRIS Data Item
Arrears
Auth Tax Credit
Auth Tax Deduction
Balance Amount
Balance Type
BSI Formula
Calculation Type
Certificate Code
Country Code
Create Invc by Emp
Deduction
Deduction Class
Deduction Cycles
Deduction Desc
Default Amount/Pct
Dep Disabled Ovr 17
Dependent Exemptions
Dependent Under 18
Effective Date
Employee Disability
Ending Date
Excludable Flag
Exemption Amount
Exemptions
Expense Account
Expense Acct Unit
Expense Dist Co
Expense Full Account
Expense Sub Account
Garnishment Flag
IRS Table
Labour Sp Stock
Labour Sp Stock Prov
Levy Exempts
Levy Filing Status
Marital Status
Married Equivalent
Matched Deduction
Matched Percent
Monthly Limit
MTD Wages Indicator
Net Claim Amt
Pay Class
Payment Description
Payment Limit
Personal Exemptions
Prescribed Area
Prior SUI Wages
Priority
Required Code
Resident
Student/Pension Ex
Sub Priority
Tax Authority

DM - HRIS Data Item
Tax Authority Desc
Tax Authority Type
Tax Category
Tax Exempt Flag
Tax Status
TD1 Adjust Date
TD1 Filing Date
Update AP
Vendor
WC Table Indicator
YTD Amount
YTD Taxable

DP – Dependents

Purpose: These data items provide access to dependent information setup on the Dependent Form (XH13.1).

DP - HRIS Data Item
Address Line 1
Address Line 2
Address Line 3
Address Line 4
Age
Birth Day
Birth Month
Birth Year
Birthdate
City
Covered - Dental
Covered - Health
Covered - Life
Depend Country
Depend St or Prov
Dependent Number
Disabled
Employee Address
Gender
Last Name Prefix
Medicare Ind
Name - First
Name - First Initial
Name - Full
Name - Last
Name - Middle Init
Name Suffix
Postal Code
Primary Care Phys
Relation Description
Relationship
Smoker
Social Nbr
Spouse or Dependent

DP - HRIS Data Item
Student
Telephone - Hm Cntry
Telephone - Home
Telephone - Wk Cntry
Telephone - Work
Telephone - Work Ext

EC – Emergency Contact

Purpose: These data items provide access to the emergency contact information setup on the Emergency Contact Form (PA12.1). Depending on your agency, this form may or may not contain information.

EC - HRIS Data Item
Address 1
Address 2
Address 3
Address 4
City
Contact
Emerg Cnt Cntry
Emerg State or Prov
Name - First
Name - Full
Name - Last
Name - Middle Init
Postal Code
Relationship
Telephone - Hm Cntry
Telephone - Home
Telephone - Wk Cntry
Telephone - Work
Telephone - Work Ext

ED – Education

Purpose: These data items provide access to the education information recorded on the Education Form (PA20.1). Depending on your agency, this form may or may not contain information.

ED - HRIS Data Item
Company Sponsored
Date Completed
Degree
Degree Description
Education Level
In Process
Institution
Institution Name
Performance Rating
Subject
Subject Description

EP – Employee Positions

Purpose: These data items provide access to Employee position information.

EP - HRIS Data Item
Account Category
Activity
Annual Hours
Currency
Department
Department Name
Effect Date
Emp Base Currency
Emp Base Pay Rate
Emp Currency
Expense Account
Expense Acct Unit
Expense Dist Co
Expense Sub Account
FTE
Grade
Indirect Supervisor
Indirect Supv Desc
Indirect Supv Name
Job Code
Job Code Description
Location
Location Description
Position
Position Description
Position Level
Pro Rate Ann Sal
Process Level
Process Level Name
Rate of Pay
Schedule
Shift
Step
Supervisor
Supervisor Desc
Supervisor Full Name
Union Code
Union Description
User Level
User Level Desc
Work Schedule

IV – Interviews – Not Used by SOA

Purpose: These data items provide access to the interview information recorded on the PA41.1. The State of Arizona does not use this form.

IV - HRIS Data Item
Follow Up
Follow Up - Date
Follow Up - Time
Interview Date
Interview Number
Interview Rating
Interview Time - Beg
Interview Time - End
Intv By Emp Nbr
Intv By First Name
Intv By Last Name
Intv By Mid Init
Job Code
Position
Requisition Number
Requisition Status
Test
Test Rating

JH – Prior Work History – Not Used by SOA

Purpose: These data items provide access to prior work history information recorded on the Prior Work History Form (PA19.1). The State of Arizona does not use this form.

JH - HRIS Data Item
Address 1
Address 2
Address 3
Address 4
Annual Pay (beg)
Annual Pay (end)
Base Beg Pay
Base End Pay
Base Job Hist Curr
City
Contacted
Current Employer
Employed Date (beg)
Employed Date (end)
Employer Name
Job Hist Currency
Job Title
May We Call
Postal Code
Prior Work Cntry
Related Job Code

JH - HRIS Data Item
State or Prov
Supervisor Name
Supervisor Phn Cntry
Supervisor Work Ext
Supervisor Work Ph

MD – Medical – Not Used by SOA

Purpose: These data items provide access to medical information recorded on the Medical Form (PA15.1). The State of Arizona does not use this form.

MD - HRIS Data Item
Begin Date
Blood Type
End Date
Height 1
Height 2
Last Physical Date
Medical Code
Medical Code Type
Next Physical Date
Physical Schedule
Weight

MI – Military

Purpose: These data items provide access to the military service recorded on the Military Service Form (PA14.1). Depending on your agency, this form may or may not contain information.

MI - HRIS Data Item
Branch Of Service
Current Status
Discharge Date
Discharge Type
Draft Status
Final Rank
Months Served
Rank Attained
Service Speciality
Veteran
Years Served

OS – Health, Safety Incident – Not Used by SOA

Purpose: These data items provide access to the health and safety incidents recorded on the Health and Safety Incident Form (PA90.1). The State of Arizona does not use this form.

OS - HRIS Data Item
Absent From Work
Age

OS - HRIS Data Item
Base Incident Cost
Base Incident Curr
Body Part
Body Part Code
Company Premises
Cost
Date Injury
Date Last Work
Date Returned
Days Away
Days Restricted
Death
Death Date
Department
Dte Notified Injury
Dte Notified Lost Tm
Earn Reduced Wages
Emergency Rm Visit
Emp Status
Establishment
Explanation 1
Explanation 2
First Aid By
First Aid Name
First Day Lost Time
First Dt Wrk Aft Abs
First Tm Wrk Aft Abs
Gender
Govt Case
Govt Flag
Hospital
Hospital Name
Illness
Illness Type
Incident
Incident Addr1
Incident Category
Incident City
Incident Country
Incident Currency
Incident Date
Incident Description
Incident Outcome
Incident Site
Incident St or Prov
Incident Status
Incident Type
Incident Zip
Job Code
Last Dte Wrk Aft Abs
Last Tm Wrk Aft Abs
Location
Object or Substance
Patient Flag

OS - HRIS Data Item
Perform Other Work
Physician
Physician First Name
Physician Initial
Physician Last Name
Prior Establishment
Prior Seq Nbr
Privacy Case
Process Level
Report Comp By
Report Comp Date
Report Comp Name
Report Number
Reported By
Reported By Name
Reported To
Reported To Name
Severity
Shift
Supervisor
Supv Name
Time End Work
Time Injury
Time Last Work
Time Notified Injury
Time Returned
Time Start Work
Tm Notified Lost Tm
User Field 1
User Field 2
User Field 3
WC Claim
WC Reportable
Witness
Witness Addr1
Witness City
Witness Country
Witness Name
Witness Phone
Witness Phone Cntry
Witness Phone Ext
Witness St or Prov
Witness Zip

RC – Requisition Costs – Not Used by SOA

Purpose: These data items provide access to the requisition costs setup on the Requisitions Costs Form (PA44.1). The State of Arizona does not use this form.

RC - HRIS Data Item
Applied
Base Amount
Base Req Cost Curr

RC - HRIS Data Item
Cost
Date
Hire Source
Job Code
Position
Reason
Req Cost Currency
Requisition
Requisition Desc

RH – Requisition History – Not Used by SOA

Purpose: These data items provide access to requisition history for all requisitions setup on the Requisition Form (PA42.1). The State of Arizona does not use this form.

RH - HRIS Data Item
Applied
Date
Hire Source
Job Code
Position
Requisition
Requisition Desc
Status

RL – Relocation – Not Used by SOA

Purpose: These data items provide access to the employee's relocation options as setup on the Relocation Form (PA24.1). The State of Arizona does not use this form.

RL - HRIS Data Item
Relocation Code
Relocation Desc
Relocation Priority
Relocation Status

RO - Requisition Offers – Not Used by SOA

Purpose: These data items provide access to the requisition offers recorded on the Requisition Offers Form (PA45.1). The State of Arizona does not use this form.

RO - HRIS Data Item
Applied
Base Offer Currency
Base Offer Pay Rate
Contact
Contact Name
Date
FTE

RO - HRIS Data Item
Hire Source
Job Code
Letter
Offer Status
Offer Type
Pay Rate
Position
Reason
Req Offer Currency
Requisition
Requisition Desc
Sign Bonus Base
Signing Bonus
Start Date

RQ – Job Requisitions – Not Used by SOA

Purpose: These data items provide access to requisition information for all requisitions setup on the Requisition Form (PA42.1). The State of Arizona does not use this form.

RQ - HRIS Data Item
Applied
Hire Source
Job Code
Position
Requisition
Requisition Desc

RV – Reviews

Purpose: These data items provide access to the review information stored on the Review Form (PA26.1).

RV - HRIS Data Item
Actual Date
Last Review Date
Next Review Date
Next Review Type
Perf Level
Perf Rating Desc
Performance Rating
Review Schedule
Review Type
Review Type Desc
Reviewer Emp Nbr
Reviewer First Name
Reviewer Last Name
Reviewer Mid Init
Scheduled Date

SK – Competencies

Purpose: These data items provide access to the competencies stored on the Competencies Form (PA12.1). Depending on your agency, this form may or may not contain information.

SK - HRIS Data Item
Company Sponsored
Competency
Competency Desc
Competency Type
Date Acquired
Date Last Used
Instructor
Proficiency
Proficiency Level
Rating
Renewal Cycle
Renewal Date
Source
Source Desc
Verified

TA – Time Accrual

Purpose: These data items provide access to the current time accrual information. This includes all the Employee's time accrual plans.

TA - HRIS Data Item
Accrual Account
Accrual Acct Unit
Accrual Dist Co
Accrual Sub Account
Curr Accrual Balance
Curr Elig Balance
Expense Account
Expense Acct Unit
Expense Dist Co
Expense Sub Account
First Accrual Date
First Eligible Date
Last Accr Limit Date
Last Accrual Date
Last Elig Limit Date
Last Eligible Date
Plan Class
Plan Description
Plan Ending Date
Plan Entry Date
Plan Name

TG – Tax Groups

Purpose: These data items provide access to the tax selections made for the Employee on PR13.1. It includes information on the tax deductions that will be setup as a result of selections made on that form.

TG - HRIS Data Item
Adjust Pay
BSI Formula
Certificate Code
Deduction
Deduction Class
Deduction Cycles
Deduction Desc
Effective Date
Ending Date
Exemptions
Marital Status
Payment Description
Priority
Resident
Tax Authority
Tax Authority Type
Tax Category
Tax Group
YTD Amount
YTD Taxable

TV – Travel – Not Used by SOA

Purpose: These data items provide access to the travel information stored on the Travel Information Form (PA18.1). The State of Arizona does not use this form.

TV - HRIS Data Item
Apply Date
Apply Status
Citizenship
Citizenship Desc
Comments
Dependent
Dependent Name
Document
Document Country
Document Desc
Document Expires
Document Number
Document Starts
Embassy Registered
Issue Date
Issued By
Need Renewal
Visa Type

WS – Work State Reporting Info

Purpose: These data items provide access work state reporting information. This will not contain useful information for State of Arizona users.

WS - HRIS Data Item
AK - Geo Area Code
AK - Occupation Code
AR - Seasonal Desig
AZ - Branch Code
CA - Branch Code
CA-Wg Pln/MI-Wg Stat
CO - Seasonal Code
FL - Unit Code
IA - Job Service Loc
IL - Plant Code
IN - Emplr Loc Code
IN - Seasonal Code
MA - Filing Entity
MN - Unit Number
MO - Establishment
NC - Seasonal Code
NJ - Disbl Plan Nbr
NJ - Priv Disbl Plan
OH - Plant Code
OR - Cmp Health Ins
OR - Emp Health Ins
PA - Plant Number
State
TX - Unit Number
WY - Multi-Loc Nbr